

**General Services Administration
Federal Acquisition Service
Authorized Federal Acquisition Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA-Advantage!™, a menu-driven database system. The Internet address for GSA-Advantage!™ is www.gsaadvantage.gov.

Financial and Business Solutions (FABS)

FSC Group: 520

Contract Number: GS-23F-0058V

For more information on ordering from Federal Acquisition Schedules, please review the information at www.gsa.gov/schedules-ordering.



Contract Period: 5/6/2009 – 5/5/2014

*SINs: 520-7 Financial & Performance Audits; 520-9 Recovery Audits; 520-11 Accounting;
520-13 Complementary Financial Management Services*

**Myers and Stauffer LC
4123 SW Gage Center Drive, Suite 200
Topeka, KS 66604
Telephone: (785) 228-6700 / Fax: (785) 228-6701
Website: www.mslc.com**

Contract Administrator

**Kevin Londeen
11440 Tomahawk Creek Parkway
Leawood, KS 66211
Telephone: (913) 234-1961 / Fax: (913) 234-1104
Email: gsaadmin@mslc.com**

Business Size/Status: Large

Prices shown herein are NET (discount deducted).

Pricelist current through modification #PS-0005 dated August 3, 2011



Contract Holder



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GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs): (Please refer to page #4 for more detailed descriptions)

- 520-7 Financial & Performance Audits
- 520-9 Recovery Audits
- 520-11 Accounting
- 520-13 Complementary Financial Management Services



520-7RC, 520-9RC, 520-11RC, 520-13RC: Section 833 of the National Defense Authorization Act allows state and local governments to purchase products and services to facilitate recovery from a major disaster. This includes advance and pre-positioning in preparation for a disaster.

- 1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on Page #7
- 1c. Labor Category Descriptions: Please refer to Page #8
2. Maximum Order: \$1,000,000. However, agencies may place, and MSLC may honor, orders exceeding this limit in accordance with FAR 8-404. Ordering agencies are encouraged to seek price reductions for orders in excess of \$1,000,000.
3. Minimum Order: \$300.00
4. Geographic Coverage: Domestic Only
5. Point of Production: Not Applicable
6. Discount from List Price: All Prices Herein are Net
7. Quantity Discounts: Not Applicable
8. Prompt Payment Terms: Net 30 days
- 9a. Government Purchase Card *is* accepted at or below the micro-purchase threshold.
- 9b. Government Purchase Card *is not* accepted above the micro-purchase threshold.
10. Foreign Items: None
- 11a. Time of Delivery: To Be Negotiated with Ordering Agency
- 11b. Expedited Delivery: To Be Negotiated with Ordering Agency
- 11c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency
- 11d. Urgent Requirement: To Be Negotiated with Ordering Agency
12. F.O.B. Point(s): Destination
- 13a. Ordering Address: Myers and Stauffer LC
Attn: Kevin Londeen/GSA Orders
11440 Tomahawk Creek Pkwy
Leawood, KS 66211
Email: gsaadmin@mslc.com
Fax: (913) 234-1104

GENERAL CONTRACT INFORMATION continued

13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

- | | |
|--|---|
| 14. Payment Address: | Myers and Stauffer LC
Attn: Sandie Jensen, Business Manager
11440 Tomahawk Creek Parkway
Leawood, KS 66211 |
| 15. Warranty Provision: | Not Applicable |
| 16. Export Packing Charges: | Not Applicable |
| 17. Terms & Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level): | Contact Contract Administrator |
| 18. Terms and conditions of rental, maintenance, and repair: | Not Applicable |
| 19. Terms and conditions of installation (if applicable): | Not Applicable |
| 20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices: | Not Applicable |
| 20a. Terms and conditions for any other services (if applicable): | Not Applicable |
| 21. List of service and distribution points (if applicable): | Not Applicable |
| 22. List of participating dealers (if applicable): | Not Applicable |
| 23. Preventative maintenance (if applicable) | Not Applicable |
| 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.): | Not Applicable |
| 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at:
www.Section508.gov/ : | Contact Contract Administrator for more information. |
| 25. Data Universal Number System (DUNS) Number: | 044986685 |
| 26. Myers and Stauffer LC <i>is</i> registered in the Central Contractor Registration (CCR) database. | |

CONTRACT OVERVIEW

GSA awarded Myers and Stauffer LC a GSA Federal Supply Schedule contract for Financial and Business Solutions (FABS), Contract Number GS-23F-0058V. The current contract period is 5/6/2009 – 5/5/2014. GSA may exercise a total of up to three additional 5-year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

CONTRACT ADMINISTRATOR

Kevin C Londeen
Myers and Stauffer LC
11440 Tomahawk Creek Pkwy
Leawood, KS 66211
Telephone: (913) 234-1961
Fax Number: (913) 234-1104
Email: gsaadmin@mslc.com

MARKETING AND TECHNICAL POINT OF CONTACT

Kevin C Londeen
Myers and Stauffer LC
11440 Tomahawk Creek Pkwy
Leawood, KS 66211
Telephone: (913) 234-1961
Fax Number: (913) 234-1104
Email: gsaadmin@mslc.com

BRIEF COMPANY OVERVIEW

For more than 30 years, Myers and Stauffer LC has provided accounting and consulting services to governmental health care agencies. Services include: financial and performance audits, complementary audit services, recovery audits, accounting and complementary financial management services. Myers and Stauffer has more than 250 persons available across the firm with considerable academic training and specialized experience in health care consulting and reimbursement. Our experience includes handling more than 6,000 health care provider cost report audits and desk reviews each year, assisting in the development of state reimbursement systems, defending reimbursement rates and audit findings from health care providers' administrative and judicial challenges, and performing data management and analysis services to assist our clients in better managing their health care programs.

CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Financial and Business Solutions, for worldwide use. Executive agencies, other Federal agencies, mixed –ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

CONTRACT SCOPE

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. Myers and Stauffer LC has been awarded a contract by GSA to provide services under the following SINs:

- SIN 520-7 Financial & Performance Audits
- SIN 520-9 Recovery Audits
- SIN 520-11 Accounting
- SIN 520-13 Complementary Financial Management Services



520-7RC, 520-9RC, 520-11RC, 520-13RC: Section 833 of the National Defense Authorization Act allows state and local governments to purchase products and services to facilitate recovery from a major disaster. This includes advance and pre-positioning in preparation for a disaster.

A full description of each SIN definition and examples of the types of work covered by the SIN are provided below.

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

520-7 Financial & Performance Audits

Perform financial statement audits, financial-related audits, performance audits in accordance with Generally Accepted Government Auditing Standards (GAGAS) and non-GAGAS. An independent assessment of an audited entity's a) financial statements in conformity with generally accepted accounting principles, b) financial information, adherence to financial compliance requirements and internal controls, or c) organization or program performance to identify areas for improvement. Services may include but are not limited to the following:

- Financial statement audits
 - audit of financial statements prepared in conformity with standards of accounting issued by Statement of Federal Financial Accounting Standards (SFFAS) and by the American Institute of Certified Public Accountants (AICPA)
- Segments of financial statements
 - audit financial information, e.g. statement of revenue and expenses, statement of cash receipts and disbursements, statement of fixed assets, budget requests, and variances between estimated and actual financial performance
- Internal controls
 - audit for compliance with laws and regulations such as those governing the bidding for, accounting for, and reporting on grants and contracts including proposals, amounts billed, and amounts due on termination claims
 - audit financial reporting and/or safeguarding assets including controls using computer-based systems
- Government Contract Audit and Advisory Services:
 - Government contract audit and advisory services (audits/attestations or nonaudit services) to assist the contracting officers in the determination of fair and reasonable prices and/or compliance with contract terms, as delineated below.
 - Government contract audits and attestation engagements, such as examinations providing an opinion and agreed upon procedures, performed in accordance with Generally Accepted Government Auditing Standards (GAGAS). Contract audits and attestation engagements include, but are not limited to: examination of proposals, incurred costs, interim and final contract billings (including progress payments based on costs), contract audit closing statements (CACS), requests for equitable adjustments (including but not limited to delay claims), contract terminations, defective pricing reviews, compliance with Cost Accounting Standards (CAS), financial capability, earned value management (EVM) systems, accounting systems, estimating systems, purchasing systems and other internal controls within the contractor's operational environment.
 - Government contract nonaudit services, such as reviews and compilations (nonaudit services). Nonaudit services are not performed in accordance with Generally Accepted Government Auditing Standards (GAGAS). Guidance on nonaudit services is contained in the GAGAS "Yellow Book". Nonaudit services include, but are not limited to, comparison of accounting practices used for proposals with those used for incurred costs (consistency in

estimating/reporting of costs with the way in which they are recorded in the books and records), verification of direct/indirect costs and/or rates to books and records, verification of labor rate calculations, verification of proposed or claimed amounts to supporting data such as payroll records and other source documents. Nonaudit services also include, but are not limited to other reviews that are not performed in accordance with GAGAS in the areas of proposals, incurred costs, interim and final contract billings including progress payments based on costs), contract audit closing statements (CACS), requests for equitable adjustments (including but not limited to delay claims), contract terminations, defective pricing, compliance with Cost Accounting Standards (CAS), financial capability, earned value management (EVM) systems, accounting systems, estimating systems, purchasing systems and other internal controls within the contractor's operational environment.

- Economy and efficiency audits
 - assess business practices
 - evaluate acquisition of appropriate type, quality, and amount of resources at an appropriate cost
 - assess duplication of effort by employees and work that serves little or no purpose
 - evaluate the optimum amount of resources (staff, equipment, and facilities) in producing or delivering the appropriate quantity and quality of goods or services in a timely manner
 - evaluate compliance with requirements of laws and regulations that could significantly affect the acquisition, protection, and use of the entity's resources
 - assess management control systems for measuring, reporting, and monitoring a program's economy and efficiency
 - evaluate reported measures of economy and efficiency
- Program results and program fraud audits
 - assess whether the objectives of a new or ongoing program are proper, suitable, or relevant
 - determine the extent to which a program achieves a desired level of program results
 - assess the effectiveness of the program and/or individual program components
 - determine whether the program complements, duplicates, overlaps, or conflicts with other related programs
 - assess compliance with laws and regulations applicable to the program

MSLC's experience providing SIN-related services includes: performing Medicaid cost report audits/desk reviews, Medicaid rate calculations and/or cost settlements, and data management and reporting services for a state Medicaid program. This contract addresses hospitals, nursing facilities and other health care providers participating in this program. Our work involves cost report verification services, data management, and various Medicaid reimbursement issues. We annually perform Medicaid cost report audits/desk reviews of approximately 135 health care provider cost reports. This project requires an understanding of the entire Medicaid reimbursement system, including facility operations, health care reimbursement issues and Medicaid claims processing/provider payment systems.

SIN 520-9 – Recovery Audits

The Contractor shall provide recovery audit services to identify overpayments made by Federal agencies/ organizations with respect to vendors and other entities in connection with payment activity. This may include but is not limited to the following:

- Identify overpayments
- Recover overpayments
- Identify and recover third-party liabilities
- Recover disability payments
- Recover health care costs

MSLC's experience providing SIN-related services includes: Engaged by state Health and Social Services to perform desk reviews and on-site field examinations of their Medicaid providers to validate proper reimbursement for a sample of Medicaid claims. Engaged by state Office of Medicaid Policy and Planning to identify and recover errant Medicaid payments, and assist in the development of Medicaid Management Information System (MMIS) changes or policy changes that will prevent future recurrences of the identified payment errors.

SIN 520-11 – Accounting

The Contractor shall provide accounting services. This may include but is not limited to the following:

- Analyze, process, and summarize transactions
- Assist in devising new or revised accounting policies and procedures
- Classify accounting transactions
- Perform special studies to improve accounting operations
- Resolve accounting issues
- Resolve and/or implement audit findings
- Assess or enhance accounting internal controls
- Improve operating efficiency and effectiveness

MSLC's experience providing SIN-related services includes: Compiling financial and statistical data to provide cost profiles, limitation tables, and rate projections in order to evaluate potential rebasing and to establish per diem rates for nursing facilities, nursing facilities for mental health and intermediate care facilities for the mentally retarded for a state engagement.

SIN 520-13 – Complementary Financial Management Services

The Contractor shall provide complementary financial management services. This may include but is not limited to the following:

- Assess and improve financial management systems
- Conduct A-127 system compliance reviews
- Assist with implementation of corrective actions
- Document systems
- Identify systems requirements
- Plan and develop systems
- Assist in meeting agency financial management system requirements
- Assess and improve financial reporting and analysis
- Develop new reporting formats and pro-forma financial reports
- Assist in improving and streamlining reporting and analysis processes
- Perform cost-benefit or other special financial analyses
- Assist with the requirements of the Government Performance & Results Act
- Assist with devising and implementing performance measures and related processes and systems
- Assist with strategic and operational financial planning
- Resolve audit recommendations
- Assist in managerial cost accounting
- Assist in financial policy formulation and development
- Perform economic and regulatory analyses
 - develop methods for analyzing costs, benefits and impacts of regulations and policies
 - collect data and prepare Information Collection Requests for approval by OMB
 - conduct exposure and risk analyses
 - develop, modify or apply risk characterization models to analyze and evaluate policies, programs and regulations
- Perform actuarial services and/or actuarial data analysis services
 - collection, analysis, editing, calibration and data entry of Employee Benefit Plan information
 - conduct updates of a full actuarial valuation pension plan database, program major upgrades or significant new modeling capabilities
 - perform quantitative analysis of covered pension plans to identify plans that are potentially noncompliant or under-funded
- Assist with quality assurance efforts

MSLC's experience providing SIN-related services includes: Engaged by state Department of Health and Hospitals to assist in the development and maintenance operation of a case mix reimbursement system for nursing facilities participating in the state Medicaid Program.

**GSA HOURLY RATES FOR SERVICES
SINS 520-7, 520-9, 520-11 AND 520-13**

Labor Category	Year 3 5/6/11-5/5/12	Year 4 5/6/12-5/5/13	Year 5 5/6/13-5/5/14
Principal V	\$289.74	\$299.30	\$309.18
Director II	\$247.59	\$255.76	\$264.20
Director III	\$231.79	\$239.44	\$247.34
Director IV	\$220.20	\$227.47	\$234.97
Director V	\$205.45	\$212.23	\$219.23
Senior Manager I	\$189.65	\$195.90	\$202.37
Senior Manager II	\$179.11	\$185.02	\$191.13
Senior Manager III	\$168.57	\$174.14	\$179.88
Senior Manager IV	\$158.04	\$163.25	\$168.64
Manager I	\$147.50	\$152.37	\$157.40
Manager II	\$136.97	\$141.49	\$146.16
Manager III	\$126.43	\$130.60	\$134.91
Manager IV	\$110.63	\$114.28	\$118.05
Industry Expert I	\$368.76	\$380.93	\$393.50
Industry Expert II	\$268.67	\$277.53	\$286.69
Industry Expert III	\$158.04	\$163.25	\$168.64
Quality Assurance Expert	\$200.18	\$206.79	\$213.61
Senior Accountant I	\$158.04	\$163.25	\$168.64
Senior Accountant III	\$126.43	\$130.60	\$134.91
Senior Accountant IV	\$110.63	\$114.28	\$118.05
Senior Accountant V	\$100.09	\$103.39	\$106.81
Staff Accountant I	\$94.82	\$97.95	\$101.18
Staff Accountant II	\$84.29	\$87.07	\$89.94
Staff Accountant III	\$73.75	\$76.19	\$78.70
Paraprofessional I	\$63.22	\$65.30	\$67.46
Paraprofessional II	\$57.95	\$59.86	\$61.84
Paraprofessional IV	\$47.41	\$48.98	\$50.59
Senior Analyst II	\$126.43	\$130.60	\$134.91
Senior Analyst III	\$110.63	\$114.28	\$118.05
Senior Analyst V	\$94.82	\$97.95	\$101.18
Staff Analyst I	\$84.29	\$87.07	\$89.94
Staff Analyst III	\$63.22	\$65.30	\$67.46
Systems Analyst	\$105.36	\$108.84	\$112.43
Programmer	\$111.68	\$115.37	\$119.17
Data Manager I	\$158.04	\$163.25	\$168.64
Data Manager III	\$124.98	\$129.10	\$133.36
Data Manager IV	\$115.89	\$119.72	\$123.67
Data Manager V	\$99.98	\$103.28	\$106.69
Data Analyst I	\$100.09	\$103.39	\$106.81
Data Analyst III	\$73.75	\$76.19	\$78.70
Senior Support Staff	\$68.48	\$70.74	\$73.08
Support Staff I	\$57.95	\$59.86	\$61.84
Support Staff II	\$52.68	\$54.42	\$56.21
Support Staff III	\$42.14	\$43.53	\$44.97
Support Staff V	\$35.82	\$37.00	\$38.23

LABOR CATEGORY DESCRIPTIONS

Experience Substitutions:

H.S. Diploma + 4 years additional experience	Equals	Bachelors Degree
Associates degrees + 2 years additional experience	Equals	Bachelors Degree
Bachelors Degree + 2 years additional experience	Equals	Masters Degree

Education Substitutions:

A CPA may be substituted for ten years of required experience with a Bachelors Degree.
A Masters Degree may be substituted for two years of required experience with a Bachelors Degree.
A Bachelors Degree may be substituted for four years of required experience with a H.S. Diploma.
An Associates Degree may be substituted for two years of required experience with a H.S. Diploma.

GSA Labor Category	Education	Years Exp.	Description
Principal V	BA/BS	16	Final authority in the conduct of engagements. Has an extensive set of skills to solve the client's problems. Knows the client's industry, and helps the client visualize where they need to be in their particular industry. Provides industry insight and issue resolution. Primary responsibility to manage client relationships and to administer the services provided to them. Provide the highest level of experience or expertise is responsible for a larger overall client volume. Participates in Firm, Department, and Team management in the areas of engagement management, staff development, technical effectiveness, marketing and sales. Responsible for ensuring quality assurance through the use of Myers and Stauffer's Quality Assurance and Risk Assessment Program deployed on all engagements.
Director II	BA/BS	12	Provides strong executive level management and direction. Possesses a broad understanding of the client's industry. Has an extensive set of skills to solve the client's problems. Knows the client's industry, and helps the client visualize where they need to be in their particular industry. Serves in an advisory capacity, providing members of the project team and the client organization a level of quality review to help guide the project to remain on schedule and within budget. Provides management and technical review, industry insight, issue resolution, and employs proven problem solving techniques, directs critical decision making. Responsible for ensuring quality assurance through the use of Myers and Stauffer's Quality Assurance and Risk Assessment Program deployed on all engagements.

GSA Labor Category	Education	Years Exp.	Description
Director III	BA/BS	10	Provides strong executive level management and direction. Possesses a broad understanding of the client's industry. Has an extensive set of skills to solve the client's problems. Knows the client's industry, and helps the client visualize where they need to be in their particular industry. Serves in an advisory capacity, providing members of the project team and the client organization a level of quality review to help guide the project to remain on schedule and within budget. Provides management and technical review, industry insight, issue resolution, and employs proven problem solving techniques, directs critical decision making. Responsible for ensuring quality assurance through the use of Myers and Stauffer's Quality Assurance and Risk Assessment Program deployed on all engagements.
Director IV	BA/BS	8	Provides strong executive level management and direction. Possesses a broad understanding of the client's industry. Has an extensive set of skills to solve the client's problems. Knows the client's industry, and helps the client visualize where they need to be in their particular industry. Serves in an advisory capacity, providing members of the project team and the client organization a level of quality review to help guide the project to remain on schedule and within budget. Provides management and technical review, industry insight, issue resolution, and employs proven problem solving techniques, directs critical decision making. Responsible for ensuring quality assurance through the use of Myers and Stauffer's Quality Assurance and Risk Assessment Program deployed on all engagements.
Director V	BA/BS	6	Provides strong executive level management and direction. Possesses a broad understanding of the client's industry. Has an extensive set of skills to solve the client's problems. Knows the client's industry, and helps the client visualize where they need to be in their particular industry. Serves in an advisory capacity, providing members of the project team and the client organization a level of quality review to help guide the project to remain on schedule and within budget. Provides management and technical review, industry insight, issue resolution, and employs proven problem solving techniques, directs critical decision making. Responsible for ensuring quality assurance through the use of Myers and Stauffer's Quality Assurance and Risk Assessment Program deployed on all engagements.

GSA Labor Category	Education	Years Exp.	Description
Senior Manager I	BA/BS	10	Provides strong senior-level management. Has responsibility for overall project activities and is the primary point of contact with client executives. Assumes responsibility for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables and using problem solving techniques to resolve issues. Provides technical guidance and project management functions associated with client requirements including, financial management of projects through budget monitoring; recruitment of qualified personnel to support unique client environments; assist in the development and writing of client work plans and budgets. Involved in process and productivity improvement, as well as systems alignment. Organizational assessments, and program audits, and evaluations are also performed by this position.
Senior Manager II	BA/BS	8	Provides strong senior-level management. Has responsibility for overall project activities and is the primary point of contact with client executives. Assumes responsibility for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables and using problem solving techniques to resolve issues. Provides technical guidance and project management functions associated with client requirements including, financial management of projects through budget monitoring; recruitment of qualified personnel to support unique client environments; assist in the development and writing of client work plans and budgets. Involved in process and productivity improvement, as well as systems alignment. Organizational assessments, and program audits, and evaluations are also performed by this position.

GSA Labor Category	Education	Years Exp.	Description
Senior Manager III	BA/BS	6	Provides strong senior-level management. Has responsibility for overall project activities and is the primary point of contact with client executives. Assumes responsibility for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables and using problem solving techniques to resolve issues. Provides technical guidance and project management functions associated with client requirements including, financial management of projects through budget monitoring; recruitment of qualified personnel to support unique client environments; assist in the development and writing of client work plans and budgets. Involved in process and productivity improvement, as well as systems alignment. Organizational assessments, and program audits, and evaluations are also performed by this position.
Senior Manager IV	BA/BS	4	Provides strong senior-level management. Has responsibility for overall project activities and is the primary point of contact with client executives. Assumes responsibility for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables and using problem solving techniques to resolve issues. Provides technical guidance and project management functions associated with client requirements including, financial management of projects through budget monitoring; recruitment of qualified personnel to support unique client environments; assist in the development and writing of client work plans and budgets. Involved in process and productivity improvement, as well as systems alignment. Organizational assessments, and program audits, and evaluations are also performed by this position.

GSA Labor Category	Education	Years Exp.	Description
Manager I	BA/BS	10	Provides strong senior-level management. Has responsibility for overall project activities and is the primary point of contact with client executives. Assumes responsibility for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables and using problem solving techniques to resolve issues. Provides technical guidance and project management functions associated with client requirements including, financial management of projects through budget monitoring; recruitment of qualified personnel to support unique client environments; assist in the development and writing of client work plans and budgets. Involved in process and productivity improvement, as well as systems alignment. Organizational assessments, and program audits, and evaluations are also performed by this position.
Manager II	BA/BS	8	Provides strong senior-level management. Has responsibility for overall project activities and is the primary point of contact with client executives. Assumes responsibility for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables and using problem solving techniques to resolve issues. Provides technical guidance and project management functions associated with client requirements including, financial management of projects through budget monitoring; recruitment of qualified personnel to support unique client environments; assist in the development and writing of client work plans and budgets. Involved in process and productivity improvement, as well as systems alignment. Organizational assessments, and program audits, and evaluations are also performed by this position.

GSA Labor Category	Education	Years Exp.	Description
Manager III	BA/BS	6	Provides strong senior-level management. Has responsibility for overall project activities and is the primary point of contact with client executives. Assumes responsibility for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables and using problem solving techniques to resolve issues. Provides technical guidance and project management functions associated with client requirements including, financial management of projects through budget monitoring; recruitment of qualified personnel to support unique client environments; assist in the development and writing of client work plans and budgets. Involved in process and productivity improvement, as well as systems alignment. Organizational assessments, and program audits, and evaluations are also performed by this position.
Manager IV	BA/BS	4	Provides strong senior-level management. Has responsibility for overall project activities and is the primary point of contact with client executives. Assumes responsibility for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables and using problem solving techniques to resolve issues. Provides technical guidance and project management functions associated with client requirements including, financial management of projects through budget monitoring; recruitment of qualified personnel to support unique client environments; assist in the development and writing of client work plans and budgets. Involved in process and productivity improvement, as well as systems alignment. Organizational assessments, and program audits, and evaluations are also performed by this position.
Industry Expert I	BA/BS, CPA, JD, MD, Pharm D, RN *	10	Recognized as a knowledge authority in a particular field. Helps define the direction and strategy for a complex engagement while ensuring the client's needs are being addressed. Provides both strategic and tactical advice relating to: performing management and technical reviews; providing expert opinion; or recommending new initiatives for organizational action. Supports the development of functional area strategies for enhanced operations throughout the client's organization. * <i>Depending on industry field</i>

GSA Labor Category	Education	Years Exp.	Description
Industry Expert II	BA/BS, CPA, JD, MD, Pharm D, RN *	5	Recognized as a knowledge authority in a particular field. Provides analysis, review, guidance, support and/or consultative services to the engagement. Relies on experience and judgment to plan and accomplish goals. Works independently to apply knowledge and typically reports to a Manager or Director <i>* Depending on industry field</i>
Industry Expert III	BA/BS, RN *	2	Applies knowledge of their particular area of expertise that is beyond that of the average person. Provides analysis, review, guidance, support and/or consultative services to the engagement. Relies on experience and judgment to plan and accomplish goals. Works independently to apply knowledge and typically reports to a manager or director. <i>* Depending on industry field</i>
Quality Assurance Expert	BA/BS	10	Responsible for all activities involving quality assurance and compliance with applicable regulatory requirements; conducts audits and reviews/analyzes data and documentation. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected.
Senior Accountant I	BA/BS	8	Determines and implements accounting procedures and methods. Responsible for the preparation and analysis of cost reports and costing audits. Examines and reviews unusual cost records and ensures cost data is allocated correctly. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager.
Senior Accountant III	BA/BS	4	Determines and implements accounting procedures and methods. Responsible for the preparation and analysis of cost reports and costing audits. Examines and reviews unusual cost records and ensures cost data is allocated correctly. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected.

GSA Labor Category	Education	Years Exp.	Description
Senior Accountant IV	BA/BS	2	Determines and implements accounting procedures and methods. Responsible for the preparation and analysis of cost reports and costing audits. Examines and reviews unusual cost records and ensures cost data is allocated correctly. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.
Senior Accountant V	BA/BS	0	Determines and implements accounting procedures and methods. Responsible for the preparation and analysis of cost reports and costing audits. Examines and reviews unusual cost records and ensures cost data is allocated correctly. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under immediate supervision; typically reports to a supervisor or manager.
Staff Accountant I	BA/BS	5	Implements accounting procedures and methods. Responsible for the analysis of cost reports and costing audits. Examines and reviews unusual cost records and ensures cost data is allocated correctly. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Staff Accountant II	BA/BS	4	Implements accounting procedures and methods. Responsible for the preparation and analysis of cost reports and costing audits. Examines and reviews unusual cost records and ensures cost data is allocated correctly. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Staff Accountant III	BA/BS	3	Implements accounting procedures and methods. Responsible for the preparation and analysis of cost reports and costing audits. Examines and reviews unusual cost records and ensures cost data is allocated correctly. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

GSA Labor Category	Education	Years Exp.	Description
Paraprofessional I	HS	4	Performs accounting and administrative tasks as assigned. Responsibilities include preparing materials for audit teams, performing data entry and analysis, and gathering data for use by others. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Paraprofessional II	HS	3	Performs accounting and administrative tasks as assigned. Responsibilities include preparing materials for audit teams, performing data entry and analysis, and gathering data for use by others. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Paraprofessional IV	HS	1	Performs accounting and administrative tasks as assigned. Responsibilities include preparing materials for audit teams, performing data entry and analysis, and gathering data for use by others. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Senior Analyst II	BA/BS	6	Provides cost analysis results to assist senior management in decision making or other financial initiatives. Performs variance analysis between actual and standard costs. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/ department.
Senior Analyst III	BA/BS	4	Provides cost analysis results to assist senior management in decision making or other financial initiatives. Performs variance analysis between actual and standard costs. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/ department.
Senior Analyst V	BA/BS	0	Provides data analysis results to assist senior management in decision making or other financial initiatives. Performs variance analysis between actual and expected outcomes. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

GSA Labor Category	Education	Years Exp.	Description
Staff Analyst I	AA	5	Provides data analysis results to assist senior management in decision making or other financial initiatives. Performs variance analysis between actual and expected outcomes. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under general supervision. Typically reports to a supervisor or manager.
Staff Analyst III	AA	3	Provides data analysis results to assist senior management in decision making or other financial initiatives. Performs variance analysis between actual and expected outcomes. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under general supervision. Typically reports to a supervisor or manager.
Systems Analyst	BA/BS	4	Responsible for the implementation and maintenance of software. Ensures that all computer modules are meeting organizational needs. Collaborates with IT and professional staff to meet client requirements. Ensures that consistent practices are used to maintain the integrity of the system. Familiar with relational database concepts, and client-server concepts. Relies on experience and judgment to plan and accomplish goals. Typically reports to a project lead or manager. A wide degree of creativity and latitude is expected.
Programmer	BA/BS	4	Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing. Designs and writes codes to support new and existing applications. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.
Data Manager I	BA/BS	3	Manages data to assist senior management in decision making or other financial initiatives. Performs variance analysis between actual and expected results. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under general supervision. Typically reports to a supervisor or manager.
Data Manager III	HS	3	Manages data to assist senior management in decision making or other financial initiatives. Performs variance analysis between actual and expected results. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under general supervision. Typically reports to a supervisor or manager.

GSA Labor Category	Education	Years Exp.	Description
Data Manager IV	HS	1	Manages data to assist senior management in decision making or other financial initiatives. Performs variance analysis between actual and expected results. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under general supervision. Typically reports to a supervisor or manager.
Data Manager V	HS	0	Manages data to assist senior management in decision making or other financial initiatives. Performs variance analysis between actual and expected results. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under general supervision. Typically reports to a supervisor or manager.
Data Analyst I	BA/BS	4	Provides data analysis results to assist senior management in decision making or other financial initiatives. Performs variance analysis between actual and expected results. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under general supervision. Typically reports to a supervisor or manager.
Data Analyst III	HS	6 months	Provides data analysis results to assist senior management in decision making or other financial initiatives. Performs variance analysis between actual and expected results. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under general supervision. Typically reports to a supervisor or manager.
Senior Support Staff	HS	6	Provides administrative support to professional staff. Responsibilities include typing, filing, report preparation, making travel arrangements and gathering information as required. Supervises other Support Staff. Typically reports to a manager or director.
Support Staff I	HS	4	Provides administrative support to professional staff. Responsibilities include typing, filing, report preparation, making travel arrangements and gathering information as required. Typically reports to a manager or director.
Support Staff II	HS	3	Provides administrative support to professional staff. Responsibilities include typing, filing, report preparation, making travel arrangements and gathering information as required. Typically reports to a manager or director.
Support Staff III	HS	2	Provides administrative support to professional staff. Responsibilities include typing, filing, report preparation, making travel arrangements and gathering information as required. Typically reports to a manager or director.
Support Staff V	HS	6 months	Provides administrative support to professional staff. Responsibilities include typing, filing, report preparation, making travel arrangements and gathering information as required. Typically reports to a manager or director.

INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that Myers and Stauffer LC meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide FABS services, follow these simple steps:

Step 1. Develop a Statement of Work (SOW)

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

Step 2. Select Contractor and Place Order

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding the micro-purchase threshold, but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

Step 3. Prepare a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

Step 4. Provide RFQ to at least Three Firms

Step 5. Evaluate Offers, Select Best Value Firm, and Place Order

REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.